

SEND &amp; INCLUSION · ALL GRADES

# SEND Transition Handover

End-of-year form

## Why transitions go wrong

Every September, children with SEND start the year with a teacher who doesn't know them. The previous teacher's hard-won understanding — what triggers a meltdown, what soothes it, which seat works, which TA they trust — often vanishes in the summer break. This form captures the practical, hard-to-replace knowledge in 15 minutes. Fill it in for each SEND child in your class before the summer break. Hand to next teacher in writing. (Verbal handovers get forgotten.)

## Pupil information

Field	Detail
Child's name	_____
DOB / age	_____
Primary needs	_____
Diagnosis (if any)	_____
Current support level (SEN Support / EHCP)	_____
Outside professionals involved	_____
Current TA / 1:1 (if any)	_____



### Three strengths the next teacher should know

Lead the new teacher with strengths. What does this child do well? What lights them up? What can the next teacher use as a hook? 1. \_\_\_\_\_ 2.

\_\_\_\_\_ 3.

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### What works for this child

Specific things that have worked this year. Be concrete: • Seating: \_\_\_\_\_ • Communication style: \_\_\_\_\_ • Calming strategies: \_\_\_\_\_ • Motivators: \_\_\_\_\_ • Particular adults they trust: \_\_\_\_\_ • Friends in class: \_\_\_\_\_

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### Family / home context

What does the next teacher need to know about the family that won't be in formal records? • Communication preferences: \_\_\_\_\_ • Sensitivities to be aware of: \_\_\_\_\_ • Past relationships with school: \_\_\_\_\_ • Anything to handle delicately: \_\_\_\_\_

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### Top 3 priorities for the next teacher

If the next teacher only does THREE things differently because of this handover, what should they be? 1.

\_\_\_\_\_ 2.  
\_\_\_\_\_ 3.  
\_\_\_\_\_

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### Handing it over

1. SHARE WITH THE PARENT FIRST. They should see what you're passing on. Allows correction. 2. HAND TO NEXT TEACHER IN PERSON. 15 minutes of conversation around the form is worth more than the form alone. 3. COPY TO THE SENDCo. They keep institutional memory. 4. DON'T LEAVE IT TO LUCK. The new teacher won't read a 20-page file in summer. They will read this form.

